

- E. The selected guide will prepare an Operations Bulletin or other suitable announcement for the information of the staff members responsible for the areas to be toured.
- F. The purpose of tours is to acquaint visitors with the department's mission and with the programs available to accomplish this mission.
- G. Every effort will be made to have first line supervisors explain their duties. This will give visitors a truer flavor of the facility and will enable visitors to receive more detailed answers to their questions.
- H. Tours normally will be conducted during the hours 0800-1100 and 1300-1500, Monday through Friday.
- I. All tour participants may be subject to a criminal background investigation prior to entering secure facilities.
- J. Persons requesting tours will be advised of the approval or disapproval of the tour in a timely manner.
- K. Persons for whom tours are approved will be advised:
 - 1. Where and when to meet the tour guide.
 - 2. Suitable attire including:
 - a. Plain clothes as opposed to uniforms
 - b. Non-revealing loose clothing
 - c. Walking shoes
 - 3. To avoid bringing:
 - a. Weapons
 - b. Jewelry
 - c. Money in large sums
 - d. Metal objects that will trigger the metal detector
 - e. Alcoholic beverages
 - f. Abusable drugs
 - g. Children
 - h. Pets
 - i. Video and/or audio recording devices without prior approval from the Commissioner
 - 4. Where to park
 - 5. To lock vehicles and place items left in cars and valuables out of sight.
 - 6. Behavioral expectations when in the presence of prisoners.
 - 7. That there is some personal risk involved on the part of the tourist and that they, not the State, assume that risk.
- L. Tours may be disapproved when they do not meet these guidelines or when the tour would adversely impact the facility operation or individual safety.
- M. Tours may be discontinued at any time when continuing the tour would adversely impact the facility operation or individual safety.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

LYONS/pf